

**2225.6 REV-1 CHG-53  
APPENDIX 50****RECORDS DISPOSITION SCHEDULE 50****OFFICE OF FAIR HOUSING & EQUAL OPPORTUNITY (FHEO)****TITLE VIII AUTOMATED PAPERLESS OFFICE TRACKING SYSTEM  
(TEAPOTS)**

**System Name:** Title VIII Automated Paperless Office Tracking System (TEAPOTS)

**System Code:** E08A

**System Description:** TEAPOTS is an automated case management system used to process fair housing discrimination inquiries and complaints nationally. It is used to record cases, develop investigations, provide management reports, and produce case documents for cases filed under Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Act of 1988, and to track other enforcement authorities. It is a real time client-server based application that runs via the Internet/Intranet, residing in HUD Headquarters and is accessible 24 hours a day by authorized users. TEAPOTS currently has a user base consisting of up to 800 possible HUD and business partner case investigators, management and legal staff in 42 HUD offices and 95 state and local Fair Housing Assistance Program (FHAP) agencies (certified by HUD to investigate cases). It is designed for direct entry of data during all phases of an investigation, to eventually eliminate the need for all hard copy documents and allow the transfer of cases and documents electronically from office to office. TEAPOTS supports the Government Paperwork Elimination Act (GPEA), Government Performance and Results Act (GPRA), Clinger-Cohen Act, and other legislative requirements.

**Item****No. Description of Records****Disposition****1. Master Data Files.**

- a. Historical Copy of Master Data Files.**  
(Include listing of restricted data fields. Restrictions remain in place until 30 years after transfer to the National Archives and Records Administration (NARA).)

**Permanent.** Transfer one copy of the entire TEAPOTS' electronic Master Data Files to NARA every 5 years beginning in 2002 and prior to system data purging. (NARA No. N1-207-03-2, item 1a.)

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<b>Item No.</b>	<b>Description of Records</b>	<b>Disposition</b>
	<b>b. On-Site Master Data Files.</b>	<b>Temporary.</b> Delete or overwrite when superseded, obsolete, or no longer needed for administrative, legal, or fiscal reference. (NARA No. N1-207-03-2, item 1b.)
<b>2.</b>	<b>System Documentation.</b>	
	<b>a. Record Copy Documentation.</b> Contains user manuals that describes the function and usage of the system; data dictionary that provides a listing of field names, terms used in TEAPOTS, and their definition; TEAPOTS Q & A describing the system, how it works, the type of help available through the system and other related facts; office codes for offices and FHAP agencies who use TEAPOTS; and other related materials as appropriate.	<b>Permanent.</b> Transfer all system documentation with TEAPOTS electronic Master Data Files to NARA every 5 years and prior to system data purging. (NARA No. N1-207-03-2, item 2a.)
	<b>b. Reference Copy System Documentation.</b> Contains reference copies of user manuals that describes the function and usage of the system; data dictionary that provides a listing of field names, terms used in TEAPOTS, and their definition;	<b>Temporary.</b> Delete or overwrite when superseded, obsolete, or no longer needed for administrative, legal, or fiscal reference. (NARA No. N1-207-03-2, item 2b.)

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	TEAPOTS Q & A describing the system, how it works, the type of help available through the system and other related facts; office codes for offices and FHAP agencies who use TEAPOTS; and other related materials as appropriate.	
<b>3.</b>	<b>Input Screens.</b> Web template screens.	<b>Temporary.</b> Delete or overwrite when superseded, obsolete, or no longer needed for administrative, legal, or fiscal reference. (NARA No. N1-207-03-2, item 3.)
<b>4.</b>	<b>Outputs.</b> Regular and ad hoc reports and outgoing form letters.	<b>Temporary.</b> File to designated record series or delete when no longer needed for administrative, legal, or fiscal reference, as is appropriate. (NARA No. N1-207-03-2, item 4.)
<b>5.</b>	<b>Backups.</b>	
<b>a.</b>	<b>Mirror Database.</b> Copy of on-line database that is periodically updated that resides on the TEAPOTS server.	<b>Temporary.</b> Delete or overwrite when superseded or obsolete. (NARA No. N1-207-03-2, item 5a.)

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<b>Item No.</b>	<b>Description of Records</b>	<b>Disposition</b>
<b>b.</b>	<b>Backup Tapes.</b>	<b>Temporary.</b> Delete or overwrite when superseded or obsolete. (NARA No. N1-207- 03-2, item 5b.)